

**PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION**

**PUBLIC IMPROVEMENTS DEVELOPMENT
APPLICATION**

NO CONSTRUCTION SHALL PROCEED UNTIL PLANS AND APPLICATION ARE APPROVED AND ALL FEES ARE PAID

APPROVED FOR CONSTRUCTION BY _____ DATE _____

APPLICANT INFORMATION:

THE FOLLOWING MUST BE SUBMITTED WITH THIS APPLICATION:

◇ ENGINEER'S ESTIMATE/CONTRACTOR'S BID ◇ 2 SET OF PLANS ◇ PLAN REVIEW FEE

INCOMPLETE SUBMITTALS WILL DELAY THE PLAN REVIEW PROCESS.

APPLICANT: _____

ADDRESS: _____

PHONE: _____ **MOBILE:** _____ **FAX:** _____

OWNER/DEVELOPER (if different from above): _____ **PHONE:** _____

ADDRESS: _____

ENGINEER: _____ **PHONE:** _____

ADDRESS: _____

CONTRACTOR: _____ **PHONE:** _____

ADDRESS: _____ **CCB #:** _____ **EXP DATE:** _____

GENERAL INFORMATION:

PROJECT LOCATION: _____ **TAX LOT #:** _____

PROJECT NAME _____ **FILE NO.** _____

PROJECT DESC: _____

ENGINEERING AND INSPECTION FEES:

ESTIMATED COST OF PUBLIC IMPROVEMENTS: _____ Engineer Estimate or Contractor Bid

dated: _____

ENGINEERING REVIEW FEE - to be paid when construction plans and application are submitted for initial review:

2% of public improvement cost: _____ **Date Paid:** _____ **Receipt No.** _____

INSPECTION FEE - to be paid when permit and plans are released:

3% of public improvement cost: _____ **Date Paid:** _____ **Receipt No.** _____

The above statements and information herein contained are in all respects true, complete, and correct to the best of my knowledge and belief.

Applicant Signature

Please Print Name

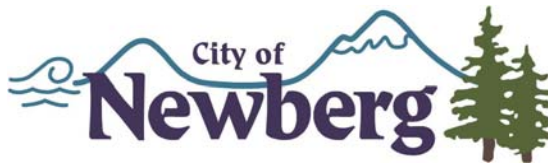
Date

FOR OFFICE USE ONLY: forward to Brian with plans, estimate and copy of receipt

CHECK LIST: ◇ 2 set of plans ◇ Completed Application ◇ Preliminary Cost Estimate ◇ Fees paid

AFTER ISSUANCE: ◇ Staff to route copy of permit and estimate to Finance Department

 ◇ Copy of water tap permit via emailed to PW Maintenance Div.



ENGINEERING SERVICES DEPARTMENT

P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1273 • www.newbergoregon.gov

Engineering Improvement Checklist

☐ PUBLIC IMPROVEMENT DEVELOPEMENT CHECKLIST

INFORMATION ABOUT THE PUBLIC DEVELOPMENT OR PROJECT:	
PROJECT NAME:	
TAX LOT#:	
FILE#:	
PROJECT LOCATION:	
APPLICANT INFORMATION:	
NAME:	
ADDRESS:	
PHONE:	
E-MAIL:	
ADDITIONAL CONTACT INFORMATION:	
OWNER / DEVELOPER:	
ADDRESS:	
ENGINEER-OF-RECORD:	
ADDRESS:	
PHONE:	
CONTRACTOR:	
ADDRESS:	
PHONE:	
CCB# & EXP DATE:	

OFFICAL USE ONLY (DO NOT WRITE BELOW THIS LINE – THIS PAGE ONLY)

- ☐ PUBLIC IMPROVEMENT CHECKLIST
- ☐ ESTIMATED COST OF IMPROVEMENTS
- ☐ ENGINEERING FEE(S)

DATE/ RECIEPT#:

CITY OF NEWBERG ENGINEERING DEPARTMENT	
REVIEWER:	

PUBLIC IMPROVEMENT CHECKLIST

- ☐ ENGINEERS ESTIMATE (CONSTRUCTION COST, FIRST REVIEW & UPDATED WITH FINAL REVIEW)
- ☐ ENGINEERING PLAN REVIEW FEE 2% OF ENGINEERS ESTIMATE
 - ☐ INSPECTION FEE 3% OF ENGINEERS ESTIMATE (PAYABLE AT THE TIME PLAN REVIEW IS COMPLETE)
- ☐ BMP CHECKLIST/ IMPERVIOUS SURFACE MITIGATION
- ☐ ENGINEERING SERVICES DEPARTMENT: "EROSION & SEDIMENTATION CONTROL PERMIT APPLICATION" OR DEQ 1200C
- ☐ COPIES OF TRANSMITTALS TO UTILITY PROVIDERS
- ☐ SUPPORTING DOCUMENTATION
 - ☐ SIGHT DISTANCE CERTIFICATE
 - ☐ EASEMENT DOCUMENTS
 - ☐ RIGHT OF WAY DEDICATIONS
 - ☐ EXECUTED AGREEMENTS
 - ☐ DESIGN MODIFICATION REQUEST
- ☐ 2 FULL SETS OF PLAN SUBMITTALS COMFORMING WITH SECTIONS 1.5, 1.6 & 1.7 OF THE DESIGN STANDARDS MANUAL
- ☐ GEOTECHNICAL REPORT, SOILS, TRENCH COMPACTION, LANDSLIDE
- ☐ STORM DRAINAGE REPORT, CONVEYANCE, WATER QUALITY, WATER QUANTITY, INFILTRATION
- ☐ TRAFFIC REPORT
- ☐ PAVEMENT SECTION DESIGN REPORT
- ☐ WATER SYSTEMS EVALUATION REPORT (POTABLE WATER SUPPLY & FIREFLOW)
- ☐ WASTEWATER CONVEYANCE REPORT
- ☐ LIGHTING & ILLUMINATION PLAN (IESNA STANDARDS)
- ☐ GENERAL
 - ☐ COVER SHEET WITH CITY BENCHMARK DESCRIPTION, ELEVATIONS
 - ☐ PLAN & PROFILE SHEETS FOR STREET, STORM, SEWER, WATER AND OVERALL UTILITY PLAN
 - ☐ PLAN & PROFILE SHEETS FOR PROPOSED GRADING, TEMPORARY EROSION CONTROL
 - ☐ NORTH ARROW, SITE MAP, SCALE, SHEET INDEX, ABBREVIATIONS, LEGEND, EACH SHEET STAMPED BY THE REGISTERED DESIGN PROFESSIONAL
- ☐ ROADWAY
 - ☐ STREET LIGHTING
 - ☐ SIGNAGE
 - ☐ PAVEMENT
 - ☐ DRIVE WAY
 - ☐ SIDEWALK
 - ☐ STREET TREES
 - ☐ CURB & GUTTER
 - ☐ STRIPING
 - ☐ ADA RAMPS
 - ☐ MAILBOXES & USPS APPROVAL LETTER FOR MAILBOX LOCATION
- ☐ WATER
 - ☐ FIRE HYDRANTS
 - ☐ VALVES
 - ☐ PRV'S, ARV'S, PR/SV
 - ☐ NON-POTABLE (REUSE)
 - ☐ WATER METERS
 - ☐ MAIN LINE
 - ☐ BACKFLOW PREVENTER
 - ☐ WATER SERVICES

- ☐ STORM
- ☐ PIPE MAINS ☐ LATERALS ☐ OTHER: _____
☐ OPEN CHANNELS ☐ WATER QUANTITY FACILITIES
☐ MANHOLES ☐ INLETS
☐ STORM WATER REPORT PER SECTION 4 IN CITY DESIGN STANDARDS MANUAL
- ☐ WASTEWATER
- ☐ PIPE MAINS ☐ LATERALS ☐ MANHOLES
☐ PUMPSTATIONS ☐ CLEANOUTS
- ☐ EROSION SEDIMENTATION CONTROL (ESC)
- ☐ ESC PLANS AS DESCRIBED IN CITY OF NEWBERG ESC MANUAL
☐ 500 SF TO LESS THAN 1 ACRE- BUILDING DEPARTMENT PERMIT
☐ GREATER THEN 1 ACRE- DEQ PERMIT REQUIRED, REFER TO
WWW.DEQ.STATE.OR.US FOR ADDITIONAL INFORMATION
- ☐ COPY OF CONDITIONS OF APPROVAL

Requirements for Issuance of a Permit:

1. At the time of submittal of this application, the applicant shall submit a preliminary engineer's estimate and 2% plan review fee. Immediately after plans are approved by the engineering department, applicant shall pay a 3% inspection fee. Fees are based on the final engineer's estimate. Other fees may be imposed by the City for projects that require length review periods and re-inspections.
 The Engineer's Estimate will generally include:
 - a. The diameter, length, and value of all storm, sewer, domestic water, and sanitary lines within the proposed project.
 - b. The area (in acres) of any streets being dedicated to the City.
 - c. The area (in acres) of any open space being dedicated to the City.
 - d. The value of any street improvements along with the appropriate lineal footage.
 - e. The quantity and value of any sidewalk improvements other than those constructed as part of residential development.
 - f. The number of and value of any street lights installed.
 - g. The area of any easements dedicated to the City other than those within the subdivision lots.
 - h. An estimated cost for a geotechnical firm to test sanitary sewer, storm drain, water lines, and trench backfill in the rights-of-way; as well as testing of rock samples, asphalt mix designs, and pavement compaction.
 - i. An estimate of costs associated with material samples and compaction tests for any structural fills necessary that will be in, or included with, street construction.
 - j. A cost breakdown that lists the quantities of each product and the associated cost to place such products. Products should be quantified as follows: "lump sum", "each", linear feet, square feet, cubic yards, tons. The associated cost to place such products is to include all material, labor, equipment and other miscellaneous related expenses.
2. A Public Improvement Development Permit will not be issued without an appropriate ESC Permit or any other required permit.
3. **The owner or developer hereby agrees that an engineer-of-record is required throughout the entire project duration.** The engineer-of-record cannot be replaced unless a new Public Improvement Development Application is submitted; fees paid and new permit is issued.
4. Contractor must be prequalified by the City and acquire a City of Newberg Business License prior to issuance of a Public Improvement Development Permit.
5. The contractor and any subcontractor shall not commence work until the contractor has obtained all insurance requirements including general liability insurance.

6. Applicant shall deliver to the City assurance such as a bond, bank credit or cash for the purpose of assuring full and faithful completion of all required improvements to existing public facilities within the public right-of-way, easements and of repair work to such public facilities which are damaged as a result of the development. All assurance shall be equivalent to the value of the improvements or repair work. Cash assurance will be released once the entire project is considered complete and acceptable by the City Engineer.

Assure in the amount of fifteen percent (15%) of the value of the public improvement(s) is required during the two (2) year warranty/ maintenance period. The fifteen percent assurance may be in the form of a maintenance bond, bank credit or cash and will be returned after the two year warranty period if no issues arise.

7. No assurance is required, **residential single family home or duplex applicants**, for the installation of new sidewalk or driveway improvement(s) unless specifically required by the City Engineer.
8. Applicant is to assure that all work performed in the Public Right of Way results in the Public Right of Way being restored to its original or better condition.
9. Upon issuance of Public Improvement Permit notify the engineering department 48 hours prior to the commencement of work.
10. Inspections are performed by the Engineering Department as work progresses. Applicant is responsible for any required private inspections.
11. Duties of the Engineer of Record:
 - a. Serve as the single point of contact between the developer and the City of Newberg Engineering Department. The City typically does not communicate with the owner/ developer; this is the role of the Engineer of Record.
 - b. Is in responsible charge for the design of the Public Improvement Project and follows all applicable City Codes, City Ordinances, Design Standards Manual, Standard Drawings, and City Contract Specifications for Capital Improvement Projects. Oversees that the construction of the project is in accordance with the City approved plans.
 - c. Completes the "Public Improvement Checklist" and submits the required documents to the Engineering Department for Plan Review. All submittals must be accompanied by a transmittal letter.
 - d. Modifies his/ her design to reflect comments or concerns the City may have during the Plan Review Process. Any revision or modification to the original set of plans submitted to the City requires that changes to plans be "clouded in" and a note added to that particular sheet. The note will describe the nature of the change and contain the date of modification. Plans redlined by the City will accompany new plan submittals. The City recommends that redlined comments are checked off with black pencil as issues are addressed. Colored markings or markings that obscure City comments are not recommended.
 - e. Upon the successful completion of the Plan Review Process, submits written request(s) to the City Engineer in regards to any proposed modification(s) to the City approved plans/ drawings.
 - f. Attend(s) any meeting(s) related to the public improvement or construction site visit(s) as often as required and reasonably notified by the City Engineering Department.
 - g. Request a Final Inspection from the City upon personally visiting the site and determining that the work has been performed according to construction documents, all applicable standards and determining that all required and outstanding inspections will be approved.
 - h. Submits final Asbuilts to the City as detailed and specified in Chapter 1 of the Design Standards Manual.
12. Turnaround policy for plan review is approximately 4 weeks with resubmission turnaround approximately 2 weeks.

Engineering Improvement Checklist Execution

The signatures and printed names of the principal officers of the corporation submitting this application, or of the partnership, or of all persons interested in this application. The owner/ developer and the Engineer of Record are required to sign this application.

The above statements and information contained in this application are in all respects true, complete, and correct to the best of my knowledge and belief. I agree to follow all conditions, standards, requirements and guidelines contained in this document or referenced by this document.

_____ Signature	_____ Print Name/Title	_____ Date
_____ Signature	_____ Print Name/Title	_____ Date
_____ Signature	_____ Print Name/Title	_____ Date